

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
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[www.srvfire.ca.gov](http://www.srvfire.ca.gov)

**1500 Bollinger Canyon Road  
San Ramon, California 94583**

Human Resources  
Phone: 925-838-6627  
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## **JOB OPPORTUNITY and ANNOUNCEMENT**

### **TECHNOLOGY SYSTEMS MANAGER**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$7,852	\$8,245	\$8,657	\$9,090	\$9,545

The salary increments listed are merit increases to be approved upon continued satisfactory performance. The period of time between steps 1 and 2 is six months, between steps 2 and 3 is six months, the period between steps 3 and 4 is one year, and between steps 4 and 5 is one year. The probationary period for this position is twelve (12) months.

#### **THE DISTRICT**

The San Ramon Valley Fire Protection District is an independent/special district governed by a locally elected Board of Directors. The District is located within Contra Costa County and is comprised of 155 square miles, serving the communities of Alamo, Blackhawk, Tassajara, Danville, Diablo, San Ramon and Southern Morgan Territory with a population of approximately 148,000. The communities are primarily residential, commercial, office park, and controlled manufacturing protected by 10 stations and 185 employees.

#### **THE POSITION**

The Technology Systems Manager is primarily responsible for managing the District's combined telecommunications programs, including the Local Area Network and Wide Area Network systems, radio systems and infrastructure, Computer Aided Dispatch (CAD) System and interfaces, telephone systems – Traditional, IP, 911 - with particular attention paid to system reliability and the development of well-coordinated management information. The Technology Systems Manager will also coordinate the purchase, maintenance, and repair of the District's computer, radio, and voice telecommunications equipment. At times, this position will be required to act as a liaison to various public agencies regarding the District's technology systems. The Technology Systems Manager reports directly to the Assistant Fire Chief of Support Services.

**Distinguishing Characteristics:** A person in this position, working within the framework of District policy and Core Values, must be a knowledgeable, highly competent professional with an understanding of the critical nature of public safety technology requirements, including the overall integration of various network systems for highly reliable communications.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **TYPICAL TASKS**

Works with District and Operations management teams to evaluate District emergency communications requirements and strategies and proactively develops and implements short-term and long-term initiatives to ensure a high degree of functionality and reliability, keeping pace with industry standards and practices within

confines of available resources; negotiates, implements, and maintains contract agreements and relationships; maintains a high level of industry acumen by staying abreast of developments and innovations related to all aspects of emergency response communications networks and equipment; reviews, develops, and recommends appropriate station emergency response areas; prepares capital and non-capital budget requests for needed communications equipment, personnel, and supplies; prepares various reports and correspondences; may assist with field communication systems and equipment; provides technical management services advice and direction to the District divisions and contracting agencies on all areas of radio communications and related computer systems, systems design, cost estimates, and equipment specifications; advises and assists with conventional and trunked radio systems, microwave systems, towers, sites, and antenna systems; advises on the proper usage of the District's assigned radio frequency resources and acts as the District's liaison with the amateur radio community; coordinates with vendors on the support of the radio system as required; manages the Dispatch Center's Computer Aided Dispatch (CAD) system hardware and software; plans, coordinates, and directs the operation and maintenance of the District's Computer Aided Dispatch (CAD), telecommunications, radio, and telephone communications systems; supervises the maintenance and update of computer database records used in the operation of the CAD system, containing such information as street address and named places, hydrant and water supply status, street closure and interrupted service information, special activity information fire alarm system records, special resources, equipment inventory, pre-planned response information and incident records; researches telecommunications equipment and concepts and makes appropriate recommendations; evaluates and selects contract firms providing telecommunications maintenance, repair, and installation services; manages telecommunications engineering design efforts of the division and assists in the construction of District telecommunications sites and structures; drafts policy and division directives with respect to telecommunications policies and operations; arranges for the repair and maintenance of communications and computer equipment; coordinates the installation of telecommunications equipment, troubleshoots and determines causes of communications and computer equipment malfunctions; monitors cellular and standard telephone usage, billing, and requirements; coordinates with Fire Prevention and respective government agencies regarding new subdivisions and building projects for street names, addresses and response requirements; represents the District on communication matters before committees and organizations; coordinates communications activities with other agencies; provides information and assistance to the public upon request.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Principles, technology, planning, and equipment used in the design, installation, maintenance, and operation of IT and telecommunications systems in a public safety environment; basic electronics theory; electronic communications equipment, including radio/telephone transmitters and receivers and microwaves, data transmission and computer-aided dispatch equipment; mobile IT communication systems and networks (GPRS, EDGE, HSDPA); theory, principles, and practices, of enlightened fire service management and leadership; use of electronic and mechanical tools; FCC rules and regulations and other regulations and/or requirements which relate to fire service communications; routers, servers, network systems; database management.

**Skill to:** Function at both a strategic and tactical level to objectively analyze data/issues, forecast needs, draw conclusions, identify potential solutions, project consequences of proposed actions, effectively implement recommendations to ensure a high level of telecommunications functionality and reliability; effectively lead project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication, and presentation skills; understand and explain technical subject matter both verbally and in

writing to non-technical personnel; determine appropriate course of action to ensure that fire telecommunications equipment and networks remain in good repair; perform simple repair and routine maintenance on fire service electronic communications equipment; develop and deliver effective orientation and training on telecommunications equipment and systems to departmental users and others; establish and maintain effective internal and external working relationships; develop, direct, and manage the activities and capabilities of subordinate personnel; prepare and administer budgets, monitor and approve expenditures; make sound decisions and facilitate implementation in accordance with laws, ordinances, rules, regulations, departmental policies and procedures; utilize computers and computer software for information retrieval, analysis and planning, records management, status tracking, report and memo writing, time management, and priority setting; possess excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities.

## **PHYSICAL & OTHER CHARACTERISTICS**

**Physical Characteristics:** While performing the duties of this job, the employee is frequently required to use hands and fingers to, handle or grasp objects, type on a keyboard, manipulate office equipment. The employee is frequently required to sit, stand, and walk. The employee is occasionally required to reach with hands and arms, kneel, crouch, or squat.

The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

The employee must have the ability to: drive a vehicle, operate a personal computer, read small print on documents, hear and speak well enough to communicate over the telephone and in person.

**Other Characteristics:** Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements; may be required to attend meetings, seminars, and conferences during or after work hours; consistently follow through with duties/assignments and work harmoniously with subordinates and superiors, wear approved uniform; report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with District policy; possess excellent communication skills, including presentation skills and ability to effectively facilitate training sessions, meetings, projects; possess excellent written skills, including spelling, grammar, and writing standards; possess excellent project management skills in order to effectively lead project teams and coordinate complex programs; possess a high level of integrity and a sound work ethic; be a team-oriented leader with the ability to manage internal and external expectations and motivate and inspire others to work together toward common goals.

## **WORKING CONDITIONS**

**Hours:** The normal duration of the workweek for this position is 40 hours, Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work is required. This is an exempt position.

**Vacation:** Accumulation rate increases with length of service, the minimum is 8.56 hours per month with a maximum accumulation of 205 hours.

**Sick Leave:** Accumulated at the rate of eight (8) hours per month indefinitely during tenure of career. Accumulated sick leave may be credited to years of service upon retirement.

**Insurance:** The District contributes 100% of monthly premium for Group employee and dependents' hospital, medical, dental, and vision insurance. The employee is also insured up to \$20,000

Death Benefit and additional \$20,000 Accidental Death or Dismemberment Insurance.

**Retirement:** The District and its employees are members of the Contra Costa County Employees' Retirement Association. This is a non-safety, non-represented position and is subject to the 2.0% at 55 retirement benefit.

### **MINIMUM REQUIREMENTS**

**Education:** A Bachelor of Arts/Science Degree from an accredited college or university with a major in computer science, information technology, data processing, telecommunications, electrical engineering, electronics, or closely related field.

**Experience:** Five years full-time increasingly responsible experience providing/managing technical telecommunications and IT support with public safety emphasis which must have included responsibility for radio/telephone transmitters and receivers, microwave equipment, data transmission systems, and computer aided dispatch systems, general IT systems.

The Fire District reserves the right to evaluate and consider, at its discretion, for qualifying purposes, combinations of education and experience that tend to indicate an applicant possesses the skills, knowledge, and abilities listed herein.

**License:** Possession of a valid California Driver's License. Maintenance of a valid California driver's license is required as a condition of employment.

### **METHOD OF SELECTION**

**Application:** Please download a District application form from the District's website. You may also telephone Human Resources to request an application form. All applications, in addition to current resumes, proof of education or experience, and any other additional information, must be returned to the address listed below no later than 5:00 P.M., **January 31, 2007** (final filing date). **No applications will be accepted after the final filing date.** No faxed applications will be accepted.

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The District will review application material and select the most qualified candidates to participate in the recruitment process.

As part of the overall recruitment process, candidates who receive a conditional offer of employment will be required to successfully pass a background investigation, including credit report, and a medical examination, including drug screening.

**THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
IS AN EQUAL OPPORTUNITY EMPLOYER**